

How to Get Involved

Requirements

Volunteers must be at least 15 years old, and must be willing to abide by all policies and rules set forth by the Dept. of Recreation, Parks & Open Space.

Application Process

Complete and submit an application by mail or hand-deliver to:

Volunteer
Recreation, Parks & Open Space
501 Boush St.
Norfolk, VA 23510

Interviews

Applications will be reviewed during the first week of each month. All approved applicants will be contacted that week to set up an interview on the second Monday of the month.

NOTE: Adult applicants should bring completed Background Check Consent Form with them to the interview. (See below for more information.)

Background Check

Prior to volunteering, all adults (ages 18 & up) must submit to a criminal background and sexual offender check. Please complete the Background Check Consent Form (available at Norfolk.gov/RPOS) and take it with your driver's license to the Department of Human Resources, on the first floor of the City Hall Building, 810 Union Street. Background checks are processed Monday through Friday between the hours of 9:00am-12:00pm and 1:00pm-4:00pm.

Placement

Once the background check has been approved, volunteers will be placed and contacted with their assignments.

For more information:

- Visit www.norfolk.gov/rpos
- Call (757) 441-2400.

Volunteer!



Your time and talents can make a difference in the City of Norfolk. Keep reading to find out how!

Volunteer Positions

Aquatics

- **Aquatic Program Assistant.**

Assist with swimming programs, courses and special events. Assist staff with office duties such as answering phones, accepting course registrations and monitoring reception area.

Athletics

- **Athletics Leader.** Assist in the planning, organization, promotion and supervision of athletic programs such as: football, basketball, softball and volleyball.

- **Coach.** For information on coaching opportunities, please contact the Lakewood Athletic Office at (757) 441-5834/5835.

- **Office Support.** Assist in organizing youth league contracts, recording scores, clerical duties and creating athletic I.D. cards.

Cemeteries

- **Genealogy Research.** Assist with locating burials and comparing physical monument epitaphs to the interment database.

- **Special Event Support.** Provide support for several special events to include set up, clean up, registration and other related tasks.

- **Work Day Support.** Lend a hand preserving and restoring Norfolk's historic cemeteries at work day events. Volunteers assist with trimming ivy, debris removal, monument restoration and general cemetery clean up. Email cemeteries@norfolk.gov receive notifications of upcoming work days.

Dance & Music

- **Production Assistant (Stagehand).** Assist with placing props and set pieces during dance and music productions.

- **Office Support.** Provide general office support. Organize costumes props, equipment, records and tapes.

- **Production Assistant (Costuming).** Design and fabricate costumes for dance and music productions.

Parks & Urban Forestry

- **Tree Seeding.** Master Gardener volunteers seed selected tree species at Norfolk's nursery annually in May.

- **Arbor Day Tree Distribution.** Master Gardener volunteers staff Norfolk's Arbor Day booths (7-8 City-wide) to educate and inform the public of benefits of trees and give away tree seedlings.

- **Significant Trees Project.**

Master Gardeners trained as Norfolk Tree Stewards are needed to evaluate potential significant trees in our city. Significant trees may be classified as such due to large size, advanced age, regional rarity and/or association with local historic people, places or events, or other unique qualities.

Recreation

- **Recreation Aide.** *Organize, lead and instruct a variety of recreational activities and the use of athletic equipment and supplies.*

- **Gym Assistant.** *Assist with gym and athletics supervision as well as registration of participants. Organize free play programs. Control site's athletic equipment and supplies.*

- **Tutors.** *Assist young people with homework and tutor young people in areas where needed.*

- **Special Events.** *Serve in multiple capacities at special events held at the recreation centers.*

Seniors

- **Program Volunteer.** Assist in the supervision of senior citizens in a variety of events and activities.

Therapeutic Recreation

- **Program Assistant.** Provide assistance to participants with disabilities in classes such as bowling and aquatics. Assist at special events by interacting with participants.

- **Intern.** Provide support to participants in all classes under the supervision of a CTRS. Plan, implement and evaluate classes, workshops and events. Perform intake assessments, weekly documentation and discharge summaries.

Visual Arts

- **Pottery Room Volunteer.**

Pottery students needed to assist with the upkeep and inventory of the pottery room.

- **Art Center Support.** Experienced proofreader desired to assist with proofreading quarterly catalog. Person with strong organization skills and experience to assist with systematizing and maintaining storage materials.

